

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-143

PAGE
NO.

1.

1. Requesting Agency

ALLEGANY COUNTY

2. Division or Bureau of Requesting Agency

TREASURER

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. VOUCHER REGISTER

Size: 12" x 16" x 2"
 Dates: 1939 - -
 Quantity: 10 volumes
 File Arrangement: Chronological
 Audit: Annual outside audit
 Disposable Amount: 3 cubic feet

The Voucher Register is a record of disbursements authorized by the Board giving the date, the name of the payee, the voucher number and the amount, a breakdown of the accounts and account numbers with totals carried forward. When the voucher is returned marked "canceled" a check mark is placed by the proper entry in the Register and is posted to the General Journal. For receipts see Cash Receipts Journal.

RECOMMENDATION: RETAIN FOR SIX YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. PAYROLL REPORTS

Size: Letter size
 Dates: 1954 - -
 Quantity: 1 transfile
 File Arrangement: By subject, then chronological
 Audit: Annual outside audit
 Disposable Amount: 1 cubic foot

The Payroll Reports are prepared semi-monthly giving the name of the

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

8/11/1960
Date

Archivist

AUG 8 1960
Date

Secretary

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	<p>employee, his retirement or pension number, his base pay and withholdings; the reports are filed under the following subjects-- "Teacher Pension," "County Infirmary," "County Home," "Sylvan Retreat," "Roads and Bridges," and "Administration." Copies of all or some of these reports are found in the Treasurers Administrative Accounting Records. The originals are sent to the Employees' Retirement System.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
3.	<p><u>FEDERAL INCOME TAX BOOK FOR COURTHOUSE EMPLOYERS</u></p> <p>Size: 12" x 16" x 1" Dates: 1941-1946 Quantity: 1 volume Annual Accumulation: Discontinued. See Payroll Record Disposable Amount: $\frac{1}{2}$ cubic foot</p> <p>This record gives the name of the employee, date of payment, and the amounts deducted monthly for Federal income taxes. The Payroll Record superseded the Federal Income Tax Book in 1947.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
4.	<p><u>RETIRED BONDS AND COUPONS</u></p> <p>Size: 16" x 20" x 3" Dates: 1921 - - Quantity: 65 volumes (loose leaf binders) File Arrangement: Chronological Audit: Annual outside audit Disposable Amount: 14 cubic feet</p> <p>Retired bonds and coupons are pasted in loose leaf binders arranged by date and purpose of issue. The bonds and coupons are arranged by serial number.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
5.	<p><u>INSURANCE POLICY EXPIRATION INDEX</u></p> <p>Size: 3" x 5" cards Dates: 1960 - - Quantity: 1 card file drawer</p> <p>The cards are filed by date of expiration under year, month, and day, giving the names of the insured and the mortgagee, the policy number, the company, the amount of the policy, the term, rate, and</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>AUG 8 1960</p> <p><i>Lincoln H. H. H.</i> SECRETARY</p>

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4. Item

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premium, with a breakdown showing the type of property covered by the insurance, and the name of the broker.

RECOMMENDATION: RETAIN WHILE ACTIVE, THEN REMOVE AND FILE IN DEAD STORAGE FOR THREE YEARS, AND THEN DESTROY.

6. INSURANCE POLICIES

Size: Folded Papers
Dates: 1940 - -
Quantity: 1 document file, 1 bundle
File Arrangement: Chronological
Index: Insurance Policy Expiration Index
Disposable Amount: 1 cubic foot

Insurance policies on County property cover furniture, buildings, machinery of all types and classes, and stock and supplies.

RECOMMENDATION: RETAIN WHILE ACTIVE AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

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7. DOG LICENSE RECORD

Size: 16" x 12" x 1"
Dates: 1929-1939, 1948 - -
Quantity: 2 volumes
File Arrangement: Chronological
Audit: Annual outside audit

This is a record of the sale of dog tags by designated county officers giving the name of the officer and date of allocation, the serial numbers of tags allocated, the type of licenses sold (male, female, spay, and kennel), the amount of fees returned by type of license, the total return, fees deducted, and the liber and folio of recordation in the Cash Book. The Tax Collector receives dog license fees which are deposited in the Treasurer's Office where this record is maintained.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

8. GENERAL FILE

Size: Letter size
Dates: 1940 - -
Quantity: 5 file drawers, 1 transfile, 6 bundles
File Arrangement: By subject
Audit: Annual outside audit
Disposable Amount: 7 cubic feet

The General File is composed of correspondence and forms filed under

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AUG 8 1960
Richard H. Hickey
SECRETARY

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the following subjects:

- Dog Tag Receipts
- Group Insurance
- Cases
- Canceled Contracts
- Employees added
- Paid Bills
- Requisitions and Purchase Orders

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, AND THEN DESTROY.

9. GENERAL CORRESPONDENCE FILE

Size: Letter and legal.
Dates: 1931 - -
Quantity: 3 file drawers, 10 transfiles, 16 bundles
File Arrangement: By subject
Audit: Annual outside audit (and State audit for Alcoholic Beverage License Fees)
Disposable Amount: (20 cubic feet)

The General Correspondence File is composed of papers and correspondence pertaining to the offices of both the Board of County Commissioners and the Treasurer, filed under the following subjects:

- State Agencies
- Federal Agencies
- State Withholding
- Employees Retirement
- Hospital-Medical File
- County Employees
- Alcoholic Beverage License Fees (outside audit and State audit)
- Highway Gas Usage for County Departments
- Tax Collectors Monthly Report
- Infirmity Charge File
- Financial Reports
 - Monthly Report on Expenditures
 - Monthly Cash Reconciliation Sheets
 - Balance Sheets (W-2 +
 - Federal Withholding Certificates (W-4)
 - Decrease and Increase in Assessment Notices

The above files are subject to audit under conditions requiring supplementary audit information for the auditors.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, AND THEN DESTROY.

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AUG 8 1960
Cudrump Shultz
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10. ADMINISTRATIVE ACCOUNTING RECORDS

Dates: 1911 - -
Quantity: 156 document files, 3 file drawers, 11 trans-
files, 20 bundles
File Arrangement: Chronological
Audit: Annual outside audit
Disposable Amount: 65 cubic feet

The Administrative Accounting Records are composed of the following papers:

Bank statements
Canceled checks and adding machine tapes
Deposit slips and books
Vouchers
Paid bills and invoices
Receipt books
Work sheets
Reconciliation sheets
Check stubs
Copies of financial reports to the Board of County
Commissioners and the State Comptroller
State Treasurer's warrants
Copies of payrolls supporting papers, and reports sent
to the Employees' Retirement System

The recommendation below applies to the combined records of both
the Board of County Commissioners and the Treasurer.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT REQUIREMENTS
HAVE BEEN MET, WHICHEVER IS LATER, AND THEN DESTROY.

11. ROAD WORK TIME CARDS

Size: 4" x 8" cards
Dates: 1951-1952
Quantity: 1 bundle
File Arrangement: Chronological by pay period and
alphabetical by name
Annual Accumulation: Discontinued
Disposable Amount: 1 cubic foot

This file is composed of time cards turned in from the field by the
supervisor giving the name of the employee and the pay period, the
days and hours worked and the daily wage, and the total amount due.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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SECRETARY

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12. ALCOHOLIC BEVERAGE PAYROLL VOUCHERS AND REPORTS

Size: Folded papers
Dates: 1951 - -
Quantity: 1 file box
File Arrangement: Chronological
Audit: Annual outside audit and State audit
Disposable Amount: 1 cubic foot

This file is composed of serialized payroll voucher copies prepared by the Board of County Commissioners for the liquor payroll giving the name of the payee and the amount and accompanied by a type-written report on deductions. The original voucher and report is forwarded to the Liquor Control Board.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (ANNUAL OUTSIDE AUDIT AND STATE AUDIT), WHICHEVER IS LATER, AND THEN DESTROY.

13. TAX COMMISSION RECORD

Size: 15" x 11" x 2"
Dates: 1922 - 1959
Quantity: 4 volumes
File Arrangement: Chronological
Audit: Annual outside audit
Annual Accumulation: Discontinued
Disposable Amount: 1 cubic foot

Prior to June 30, 1959, Allegany County was divided into three tax collection districts and a tax collector was appointed by the Board of County Commissioners for each district. This record gives the name of the collector, the rate of his commission, and the limit of the commission. On June 30, 1959, the commission method of collecting taxes was discontinued and one collector is appointed by the Commissioners on a salary basis.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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AUG 8 1960

Ludman
SECRETARY